PERMITS ISSUED REPORT

The Permits Issued Report is updated daily, pulling permits issued in the past seven (7) days. It lists permits by number, type, status, date issued, permit holder, and permit address. You can sort by any field in the excel spreadsheet. Each permit is assigned a number. For example: STR09-0011 (STR stands for Structural Permit; 09 is the year issued; 0011 is the chronological number assigned to type of permit).

To review the report, use the legends below.

Permit Type:

DRN	Drainage Permit
DRV	Driveway Permit
ELE	Electrical Permit
ENC	Encroachment
FLD	Flood Plain Development Permit
HTG	Heating and Cooling Permit
ILP	Improvement Location Permit
MST	Master Permit
NOT	Notification
PLM	Plumbing Permit
ROW	Right of Way Permit
SGN	Sign Permit
STR	Structural Permit
SWC	Sanitary Sewer Construction Permit
SWR	Sanitary Sewer Connection Permit
VIO	Violation
WRK	Wrecking Permit

Permit Status:

EMR	Emergency
FIN	Finished
HLD	Hold
INS	Inspected
ISS	Issued
NOT	Notification
UTL	Utility

Continue on to the next page to learn how to do online research on a permit that has been issued.

ONLINE PERMIT RESEARCH

Anyone with Internet access can easily research permits that have been issued. Here is a list of simple steps to follow.

- Begin by opening the web browser (Internet Explorer, Netscape, etc).
- In the address field, type **www.indy.gov.**
- With your mouse, move the arrow over **Services**.
- Click on **Permits**.
- Under **Permits**, click on **Permit Research**.
- Your permit research is ready to begin.

There are several ways in which you can research.

1. The first way is to search by **Address & Permit / Case Type**. To research by **Address & Permit / Case Type**, you must have the address you wish to research, as well as the permit type you wish to research.

Example:
John is buying a new house and would like to research Improvement Location Permits that have been issued to his address. His new house is located at 123 North Appletree Street. To research his address, he would do the following:

- Type **123** in **Street Number**.
- Type **N** in **Street Dir.**
- Type **Appletree** in **Street Name**.
- Choose **Improvement Location Permit** from the **Permit/Case Type**.
- Click on **Submit**.

Any Improvement Location Permits that have been issued to his address would be found.

John could just as easily find all permits and any cases pertaining to his address by choosing **All Cases** from the **Permit/Case Type** list.

2. You may also research by using **Search by Permit/Case ID**. To research by **Search by Permit/Case ID**, simply follow the steps below.

- Choose the type of permit or case you wish to research.

    Types of permits/cases that can be researched:

CRT	Court Case
DRN	Drainage Permit
DRV	Driveway Permit
ELE	Electrical Permit
ENC	Encroachment
FLD	Flood Plain Development Permit
HSG	Housing Case

HTG	Heating and Cooling Permit
ILP	Improvement Location Permit
INV	Investigation
LGL	Legal
MST	Master Permit
NOT	Notification
PLM	Plumbing Permit
ROD	Repair and Demolish Case
ROW	Right of Way Permit
SGN	Sign Permit
STR	Structural Permit
SWC	Sanitary Sewer Construction Permit
SWR	Sanitary Sewer Connection Permit
TRA	Trash Case
VBO	Vacant Board Order Case
VEH	Vehicle
VIO	Violation
WRK	Wrecking Permit

- Find the **three-letter** abbreviation for the permit/case you wish to research.

Example:
Sally is preparing to write an article about the number of sign permits that have been issued in Marion County in 2009. To find her information, Sally would:
- Find the three-letter abbreviation for **Sign Permit (SGN)**.
- Type **SGN09-000** and click on **Search**. This would give Sally the first 99 **Sign Permits** that were issued. If Sally wished to search ten at a time, she could type in **SGN09-0001** and would get permit numbers 1-10, **SGN09-0006** and would find permit numbers 60-69, etc. To find the next 100, Sally would type **SGN09-001** and click on **Search, SGN09-002** and click on **Search**, etc. Some permits are issued into the thousands, so Sally could search further by typing **SGN09-011** and would find permit numbers 1100-1199, etc. Sally could continue on in this way to find all of the permits issued. Once the number became too high, Sally would know because the search would yield no results.

It is important to remember that when searching by **Permit/Case Type ID**, you must type in the three-letter abbreviation for the permit or case you are researching, followed directly by the last two numbers of the year you wish to research. If you want to research the year 2008, you would type **08**. A dash must follow the year. You must enter two zeros after the dash, followed by a single digit (**ILP08-00*0*, ILP08-00*1*, etc**) for permit numbers in the hundreds. You must enter one zero followed by a number (**ILP08-0*10*, ILP08-0*21***) for permit numbers in the thousands. Permit numbers are assigned chronologically and can be researched from ten to one hundred at a time.

If you know the exact permit/case number, you can research this way as well.
- Simply type the three-letter abbreviation, followed by the year, a dash, and then the permit number that you are researching.
- Click on **Search** and that permit will be found.

Example:
Thomas wants to research a **Structural Permit** that was issued. He knows that the permit number is **STR09-00123**. Thomas would simply type **STR09-00123** into the **Permit/Case ID** and click on **Search**. Permit number **STR09-00123** would be found.

3. If you know your parcel number, you may research by using **Search by Parcel Number & Permit/Case Type**. Simply type in your **Parcel Number** and choose either the **Permit/Case Type** you wish to research or **All Types**. Click on **Search**. Permits and Cases pertaining to that parcel number will be found.

If you don't know your **Parcel Number** and would like to research using this method, you may use the **Zoning Browser** to find your parcel number. Follow these instructions to use the **Zoning Browser**:

- Begin by opening the web browser (Internet Explorer, Netscape, etc).
- In the address field, type **www.indy.gov.**
- With your mouse, move the arrow over **Services**.
- Click on **Maps**.
- Under **Interactive Maps**, click on **Zoning Browser**.
- Type in your address.
    - For example, John, who lives at 123 North Appletree Street, would type 123 in the first box, N in the second box, Appletree in the third box, and John would choose ST (street) in the fourth box. John would type his zip code in the fifth box.
- Click **Search**.
- If the property you are searching is highlighted in yellow, click on **Continue.**
- Scroll down and choose **Parcels** from the column on the left.
- Once you have chosen **Parcels**, click on the property you wish to research.
- Once clicked upon, the **Parcel** box will open. Your parcel number will be the second box, **Parcel ID**.

- Return to **www.indy.gov.**
- With your mouse, move the arrow over **Services**.
- Begin by opening the web browser (Internet Explorer, Netscape, etc).
- Click on **Permits**.
- Under **Permits**, click on **Permit Research**.
- Your permit research is ready to begin.

Choose **Search by Parcel Number & Permit/Case Type** and type in the **Parcel Number** you found by using the Zoning Browser. Simply type in your **Parcel Number** and choose either the **Permit/Case Type** you wish to research or **All Types**. Click on **Search**. Permits and Cases pertaining to that parcel number will be found.